

CLINTON TOWNSHIP PARKS AND RECREATION EMPLOYMENT APPLICATION

CTPR provides employment opportunities without regard to race, sex, age, national origin, citizenship, religion, disability, or veteran status, and will make necessary reasonable accommodations for disabled applicants and new hires. Your application will be considered active for 6 months. For consideration after that period, you must re-apply.

The positions and wages can be found at the end of this application.

PERSONAL INFORMATION					
NAME (LAST, FIRST, MIDDLE)				Name you would prefer on your name tag.	
PRESENT ADDRESS: CITY, STATE, ZIP					NO. YEARS THERE
COLLEGE ADDRESS: CITY, STATE, ZIP					NO. YEARS THERE
SOCIAL SECURITY NO. - -	TELEPHONE (HOME) ()	TELEPHONE (SCHOOL) ()	TELEPHONE (CELL) ()		
IF UNDER 18 YEARS OF AGE, STATE YOUR AGE AND DATE OF BIRTH. UPON NOTIFICATION OF HIRE YOU MUST PROVIDE PROOF OF AGE.		AGE	DATE OF BIRTH		
NAME OF PERSON TO NOTIFY IN CASE OF EMERGENCY		TELEPHONE (WORK) ()	TELEPHONE (HOME) ()		
ADDRESS		HAVE YOU USED ANY OTHER NAME? IF SO, PLEASE STATE IT HERE AND DATES WHEN USED:			
EMPLOYMENT INTEREST					
POSITION (SEE DESCRIPTIONS ATTACHED)		<input type="checkbox"/> Seasonal <input type="checkbox"/> Part Time			
STARTING WAGE/SALARY DESIRED \$ PER/HR.		ARE THERE ANY DAYS OR TIMES WHEN YOU ARE UNABLE FOR WORK? IF SO, PLEASE SPECIFY.			
EXTRA HOURS WILL BE AVAILABLE DURING THE EVENINGS AND WEEKENDS, ARE YOU INTERESTED IN WORKING ADDITIONAL HOURS: <input type="checkbox"/> YES <input type="checkbox"/> NO					

EDUCATION

TYPE OF SCHOOL	NAME AND ADDRESS	DATES FROM / TO		DIPLOMA OR DEGREE RECEIVED	AREA(S) OF SPECIALIZATION
HIGH SCHOOL					
COLLEGE					
GRADUATE SCHOOL					
OTHER					

EMPLOYMENT RECORD (LIST LAST 2 JOBS HELD)

NAME OF COMPANY AND ADDRESS (INCLUDING CITY AND STATE) IF CURRENT EMPLOYER, MAY WE CONTACT <input type="checkbox"/> YES OR <input type="checkbox"/> NO			TYPE OF BUSINESS
POSITION TITLE / FULL TIME OR PART TIME	EMPLOYED FROM: TO:	LAST SALARY/WAGE \$	
DUTIES	C.T.P.R. USE ONLY- VERIFICATION SIGNATURE & DATE		
REASON FOR LEAVING	NAME & TITLE OF IMMEDIATE SUPERVISOR	SUPERVISORS PHONE NO. ()	
NAME OF COMPANY AND ADDRESS (INCLUDING CITY AND STATE) IF CURRENT EMPLOYER, MAY WE CONTACT <input type="checkbox"/> YES OR <input type="checkbox"/> NO			TYPE OF BUSINESS
POSITION TITLE /FULL TIME OR PART TIME	EMPLOYED FROM: TO:	LAST SALARY/WAGE \$	
DUTIES	C.T.P.R. USE ONLY- VERIFICATION SIGNATURE & DATE		
REASON FOR LEAVING	NAME & TITLE OF IMMEDIATE SUPERVISOR	SUPERVISORS TELEPHONE NO. ()	

SUPPLEMENTAL INFORMATION

CONVICTION OF A CRIME WILL NOT NECESSARILY DISQUALIFY YOU FROM CONSIDERATION FOR EMPLOYMENT.

A. HAVE YOU EVER BEEN CONVICTED OF A FELONY OFFENSE?

☐

YES

☐

NO

B. HAVE YOU EVER BEEN CONVICTED OF A MISDEMEANOR OFFENSE?

☐

YES

☐

NO

C. HAVE YOU EVER BEEN CONVICTED OF DRIVING OFFENSE?

☐

YES

☐

NO

IF YOU SAID YES TO ANY OF THE ABOVE , STATE TYPE OF OFFENSE, DATE OF CONVICTION, SENTENCE OR PENALTY RECEIVED, CITY, COUNTY, AND STATE WHERE CONVICTED.

IF YOU HAVE HELD A POSITION WITH US IN THE PAST, PLEASE COMPLETE THE FOLLOWING SECTION:

YEAR _____ SITE _____ POSITION _____

YEAR _____ SITE _____ POSITION _____

YEAR _____ SITE _____ POSITION _____

YEAR _____ SITE _____ POSITION _____

USE THE SPACE BELOW TO SUMMARIZE ANY ADDITIONAL INFORMATION NECESSARY TO DESCRIBE YOUR FULL QUALIFICATIONS

AGREEMENT

I agree if I am offered employment by C.T.P.R and accept, my employment will be employment at will and not for any specific duration, that my employment and compensation can be terminated, with or without cause, with or without notice, anytime, at the option of either C.T.P.R. or myself.

I am hereby informed and I understand that nothing contained in this application, any C.T.P.R. manual, handbook, or other written materials shall constitute an implied or expressed contract of employment. All such materials are presented for informational purposes only and can be changed at any time by CTPR, with or without notice. Furthermore, no employee or agent of CTPR, other than the Director or Assistant has the authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing and that any such agreements must be in writing and must be signed by the Director or Assistant of CTPR

I am not a current user of illegal drugs and I understand and acknowledge this to be a notice to me that, as a condition of my employment and continued employment, I agree to submit to such lawful examinations as may exist to test for my illegal use of drugs, including, but not limited to, pre-employment examinations and examinations required following my involvement in a work- related accident.

The information I have given on this application is complete, true and correct and I understand that falsification, misrepresentation, or omission on this or any other personnel record can result in rejection of my application and my termination if I am employed by the company.

I authorize my former employers and other individuals, schools, companies, corporations, credit bureaus, courts and law enforcement agencies to give CTPR information concerning me. Whether or not it is a part of their written record, and I consent to the release to CTPR of personal information including, but not limited to, records, from any liability whatsoever on account of providing such information to CTPR.

I agree that all parties to whom a photocopy of this signed agreement, authorization and release, is presented shall be entitled to rely on such photocopy and consider it as valid and enforceable as the original.

Signature

Date

END OF APPLICATION:

DROP OFF OR MAIL TO: C.T.P.R. 40700 ROMEO PLANK, CLINTON TOWNSHIP, MI. 48038

Deadline MARCH 4, 2005

For more information please E-mail the Parks & Recreation Department at:
recreation@clintontownship-mi.gov

Clinton Township Parks and Recreation
Seasonal Job Postings

We are currently seeking employees for our summer season (June-August)

Bonus Opportunity! When an employee completes the summer with perfect attendance the employee will receive a bonus check for an additional .70 cents/hour for every hour worked. Bonus checks will range from \$120. - \$300. (This program excludes any aquatic positions. Bonus was added to all aquatic positions in the Fall of 2000)

EMPLOYMENT APPLICATION FOR PARKS & RECREATION POSITION

Summer Supervisor: Pay Rate: \$11.20 **Days/Hours:** Monday–Friday 8:00am-4:00pm

Requirements: Degree in recreation, education, or related field preferred, and **one seasonal year experience with the Clinton Township Parks and Recreation Department.**

Job Summary: Responsible for the direct supervision of all seasonal programs and employees. To ensure that employees are following all guidelines outlined in the employee handbook. Supervisors will assist with employee orientations, complete weekly evaluations for each site assigned, and complete personal evaluations for all employees at the end of the program. Supervisors will travel throughout the day from site to site.

Super Site Coordinator: Pay Rate: \$11.20 **Days/Hours:** Monday–Thursday 8:00am-3:00pm

Requirements: Degree in recreation, education, or related field preferred, and **one seasonal year experience with the Clinton Township Parks and Recreation Department.**

Job Summary: Assigned to at risk youth sites. Responsible for providing seven weeks of a variety of recreation and educational opportunities for children ages 5 - 14. Attendance at the sites averages 50 - 100! Work site can be indoors or outdoors and they are located within the Township. The coordinator will be the direct supervisor of 3 – 4 staff members.

Super Site Assistant: Pay Rate: \$9.30 **Days/Hours:** Monday–Thursday 8:00am-3:00pm

Requirements: Degree in recreation, education, or related field preferred.

Job Summary: Assigned to at risk youth sites. Responsible for providing seven weeks of a variety of recreation and educational opportunities for children ages 5 - 14. Attendance at the sites averages 50 - 100! Work site can be indoors or outdoors and they are located within the Township. Super Site Assistants will assist in all lesson plans and assist in leading all activities.

Playground Instructor: Pay Rate: \$7.60 **Days/Hours:** Monday –Thursday 8:00am-3:00pm

Requirements: 48 college credits. Recreation and Education preferred.

Job Summary. The playground program is designed for boys and girls ages 5-14 years old. Your staff will provide a variety of activities every half hour throughout the day. Attendance at the sites averages 50 - 100! The Playground Instructor will provide a weekly lesson plan. Work site can be indoors or outdoors and they are located within the Township

College Playground Assistant: Pay Rate: \$6.60 **Days/Hours:** Monday–Thursday 8:00am-3:00pm

Requirements: 24 college credits.

Job Summary: The playground program is designed for boys and girls ages 5-14 years old. Your staff will provide a variety of activities every half hour throughout the day. Attendance at the sites averages 50 - 100!

The College Playground Assistant will assist the Playground Instructor with the weekly lesson plan. Work site can be indoors or outdoors and they are located within the Township.

Playground Asst: Pay Rate: \$6.00 **Days/Hours:** Monday–Thursday 8:00am-3:00pm

Requirements: Completion of 11th Grade.

Job Summary: The playground program is designed for boys and girls ages 5-14 years old. Your staff will provide a variety of activities every half hour throughout the day. Attendance at the sites averages 50 - 100! The Playground Assistant will assist the Playground Instructor with the weekly lesson plan. Work site can be indoors or outdoors and they are located within the Township.

Adaptive Recreation Coordinator: Pay Rate: \$14.95 **Days/Hours:** Monday–Thursday 8:00am-3:00pm

Requirements: Four year degree in special education and two years of teaching experience preferred.

Job Summary: Responsible for providing seven weeks of recreational opportunities for children with a variety of disabilities between the ages of five and fifteen. Adaptive Recreation Coordinator will provide the Summer Supervisor with a weekly lesson plan. The lesson plan will break down each activity that site will accomplish that week. Attendance can range from 5-14. Work site will be indoors and will be located within the Township. The Adaptive Recreation Coordinator will be assisted by 2 or 3 Assistants.

Adaptive Recreation Assist: Pay Rate: \$6.70 - \$8.70 **Days/Hours:** Monday –Thursday 8:00am-3:00pm

Requirements: 24 college credits.

Job Summary: Responsible for assisting the Adaptive Recreation Coordinator by providing seven weeks of recreational opportunities for children with a variety of disabilities between the ages of five and fifteen. Adaptive Recreation Assistants will assist with the weekly lesson plan. The lesson plan will break down each activity that site will complete that week. Work site will be indoors and will be located within the Township.

Preschool Instructor: Pay Rate: \$11.20 **Days/Hours:** Monday –Thursday 9:30am-3:00pm

Requirements: Four year degree in early childhood development preferred.

Job Summary: In the preschool program, you will work at a site with two other staff members. Registration is approx. 22 students per class ranging in age from 3 - 5 years old. The instructor will be responsible for a 7-week unit plan that provides a variety of activities throughout the program for these participants. We encourage assistants to get involved with the programming when possible.

Preschool Assistant: Pay Rate: \$6.35 - \$8.35 **Days/Hours:** Monday–Thursday 9:30am-3:00pm

Requirements: 24 college credits toward a related field. Experience preferred

Job Summary: In the preschool program, you will work at a site with two other staff members. Registration is approx. 22 students per class ranging in age from 3 - 5 years old. The Preschool Assistant will be responsible for leading activities from the 7-week unit plan. We encourage assistants to get involved with the programming when possible.

Safety Town Instructor: Pay Rate: \$11.20 **Days/Hours:** Monday –Thursday 8:30am-3:00pm

Requirements: Four Year degree in early childhood development preferred.

Job Summary: In the Safety Town program, you will work at a site with two other staff members. Registration is approx. 22 students per class ranging in age from 4 - 6 years old. The instructor will be responsible for a 2-week unit plan that provides a variety of safety activities throughout the program for these participants. We encourage assistants to get involved with the programming when possible.

Safety Town Assistant: Pay Rate: \$6.35-\$8.35 **Days/Hours:** Monday –Thursday 8:30am-3:00pm
Requirements: 24 college credits toward a related field. Experience preferred.
Job Summary: In the Safety Town program, you will work at a site with two other staff members. Registration is approx. 22 students ranging in age from 4 - 6 years old. The Safety Town Assistant will be responsible for leading activities from the two-week unit plan that provides a variety of safety activities. We encourage assistants to get involved with the programming when possible.

Summer Clerical: Pay Rate: \$8.20 **Days/Hours:** Monday –Friday 8:00am-4:00pm
Requirements: Completion of 12th grade. Must have experience in computers, knowledge of all other clerical duties.
Job Summary: You will be involved in the day-to-day activities in the office, ranging from registering residents into the summer programs to creating summer reports. Will work under the direct supervision of the full time office staff.

Runner I: Pay Rate: \$7.10 **Days/Hours:** Monday –Friday 8:00am-4:30pm
Requirements: Must be at least 18 years of age with a current valid Michigan Drivers License.
Job Summary: The runner will be responsible for a variety of tasks. The runner will deliver supplies to all sites; assist in maintaining our inventory supply, and interacting with the public when needed.

Runner II: Pay Rate: \$8.85 **Days/Hours:** Monday –Friday 8:00am-4:30pm
Requirements: 48 college credits. Must be at least 18 years of age with a current valid Michigan Drivers License.
Job Summary: The runner will be responsible for a variety of tasks. The runner will deliver supplies to all sites, assist in maintaining our inventory supply, and interacting with the public when needed

Concession Manager: Pay Rate: \$10.30 **Days/Hours:** Flexible and limited.
Requirements: 24 college credits preferred with a minimum of one year of food service experience.
Job Summary: Responsible for operating our two concession stands located on the Township grounds. Responsible for meeting all standards set by the Macomb County Health Department, training part-time staff, purchasing of all supplies.

Concession Assistant: Pay Rate: \$7.80 **Days/Hours:** Flexible and limited.
Requirements: 24 college credits preferred with food service experience.
Job Summary: Responsible for operating our two concession stands located on the Township grounds. Must meet all standards set by the Macomb County Health Department. Selling product to the public and dealing with money transactions.

Aquatic Director: Pay Rate: \$11.90 **Days/Hours:** Flexible/Days and Weekends
Requirements: Degree in recreation, education, or related field preferred, with two years experience in a public pool and one seasonal year experience with Clinton Township Parks & Recreation. Certification required in American Red Cross W.S.I., American Red Cross Lifeguard Training, and C.P.R. for the Professional Rescuer.
Job Summary: Responsible for the direct supervision of all aquatic employees and the safety of our aquatic program. To ensure that employees are following all guidelines outlined in the employee handbook. The aquatic Director will create an emergency action plan, assist with employee orientations and in-services, enforce all rules and policies with staff and patrons, and maintain a safe environment in and around the aquatic facility at all times. The Aquatic Director will complete evaluations for all employees at the end of the program.

Aquatic Supervisor: Pay Rate: \$10.75 **Days/Hours:** Flexible/Days and Weekends

Requirements: Degree in recreation, education, or related field preferred, with one year experience in a public pool and one seasonal year experience with Clinton Township Parks & Recreation. Certification required in American Red Cross Lifeguard Training and C.P.R. for the Professional Rescuer.

Job Summary: The Aquatic Supervisor will be involved in many aspects of the pool. They will be the direct supervisor of Lifeguards and Public Information Assistants. They will oversee and teach swimming lessons, provide support to the staff, schedule guards for pool rentals, assist in all orientation and in-services, enforce all rules and policies with staff and patrons, and maintain a safe environment in and around the aquatic facility at all times.

Lifeguard: Pay Rate: \$7.40-9.05 (W.S.I.) **Days/Hours:** Flexible/Days and Weekends

Requirements: American Red Cross Lifeguard Training and C.P.R. for the Professional Rescuer.

Job Summary: Lifeguards will be expected to provide and maintain a safe environment in and around the aquatic facility at all times. Lifeguards will teach swim lessons, guard during open swims, private parties, and any other pool related activity.

Public Information Assistant: Pay Rate: \$7.40 **Days/Hours:** Flexible/Days and Weekends

Requirements: Completion of 10th grade.

Job Summary: The P.I.A. will meet and greet all pool patrons. They will maintain all registrations for lessons, schedule pool rentals, collect money, maintain welcome boards and oversee entrances to public locker rooms.

CLINTON TOWNSHIP IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Download an application at www.clintontownship.com, or Call 586-286-9336